**Guidelines to follow when suggesting members to compose the Master dissertation defense examination board**.

**Please send the following documents to the Program Coordinating Committee**:

* Letter containing 12 names (\* see information below) as well as ALL the information provided in the letter (Do not remove any information from the letter);
* Abstract;
* Signed form authorizing deposit of the dissertation or requesting partial publication of the dissertation in the digital library;
* CD containing a PDF file of the dissertation;
* Copy of the Certificate of Study Cycle conclusion.

The aforementioned documents must be delivered four (04) working days prior to the Department of Chemistry Postgraduate Studies Committee meeting.

**An online version of the letter and the CAPES form must also be sent to the Program Coordinating Committee email address (dq-pg-quimica@ffclrp.usp.br).**

Letters that do not comply with the guidelines mentioned above or altered letters will not be accepted.

\*Resolution 6964 (students enrolled from 13/October/2014)

Student’s advisor + 1 member from outside USP + 1 member not belonging to the program + 1 member belonging to the program or to the College (FFCLRP) or from outside USP.

This composition is required for main and substitute members

\*Resolution 7670 (students enrolled from 28/May/2019)

Student’s advisor + 1 member from outside USP + 1 member not belonging to the program

This composition is required for main and substitute members

**Please send the following documents to the Program Coordinating Committee:**

Copies of the dissertation must be deposited with the Postgraduate Studies Office of this Faculty 04 days prior to the Postgraduate Studies Committee meeting.

**The referral letter will be issued by the Department of Chemistry Office after the Program Coordinating Committee approves of the suggested members.**

**Please find below the number of copies that should be deposited with the Postgraduate Studies Office**

Resolution 6542/2013

- 4 printed copies in spiral bookbinding addressed to the main members of the Examination Board;

- 1 printed paperback or hardcover copy addressed to the Library;

- 4 CDs addressed to the substitute members + 1 CD addressed to the Coordinating Program Committee Office;

- 1 copy of the student’s Identification Document;

- 1 copy of the front and the reverse of the University Degree Diploma(s).

 Resolution 7493/2018

- 3 printed copies in spiral bookbinding addressed to the main members of the Examination Board;

- 1 printed paperback or hardcover copy addressed to the Library;

- 1 PDF file that is exactly the same as the printed copy addressed to the substitute members and the Coordinating Program Committee Office;

- 1 copy of the student’s Identification Document;

- 1 copy of the front and the reverse of the University Degree Diploma(s).